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ABSTRACT

Developed to assist grade 7-10 teachers in the Cleveland Public Schools in starting a career education program in conjunction with their specific subject areas, this guidebook contains fifty-two lesson plans. Each lesson plan lists objectives, activities, materials, vocabulary, and related occupations. Each lesson is categorized as being appropriate for grade 7, grades 7-8, grades 8-9, grade 9, or grades 9-10 and most are also categorized in a specific subject area (e.g., social studies, math, English). The lessons for the lower grades are related to career orientation and deal with families of careers such as sales, careers related to law, or physical education. The lessons for the higher grades explore specific careers such as tool and die maker, minister, or newspaper worker. The last six pages group the career titles into job families and occupation clusters. In the program for which the guide was developed students investigated three or more careers in the cluster of their choice. (BB)

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ED153003

Guidebook For

CAREER ORIENTATION

Grades 7 and 8

CAREER EXPLORATION

Grades 9 and 10

TECHNICAL-VOCATIONAL EDUCATION

Career Education

Cleveland Public Schools

1975

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CLEVELAND PUBLIC SCHOOLS
TECHNICAL-VOCATIONAL DEPARTMENT
GUIDEBOOK FOR
CAREER ORIENTATION
&
CAREER EXPLORATION

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1975

CLEVELAND PUBLIC SCHOOLS

GUIDEBOOK

FOR

CAREER ORIENTATION

Grades 7 & 8

CAREER EXPLORATION

Grades 9 & 10

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GUIDEBOOK

CAREER ORIENTATION - GRADES 7 and 8

CAREER EXPLORATION - GRADES 9 and 10

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STATEMENT OF PURPOSE

This Guidebook has been developed to assist the teacher in starting a Career Education Program in Grades 7, 8, 9 and 10, in conjunction with his or her subject area with a minimum of effort.

The suggestions herein can be used to help the student explore or investigate three or more careers in the job cluster of his choice.

The plan is not to give teachers additional work, but to suggest ways wherein students may be directed to do research into the physical, educational, and other requirements of the job clusters of their choice.

It is understood that no one can know all there is about careers; therefore, these suggested exploration projects will be a mutual learning experience for both pupil and teacher.

PRIME OBJECTIVE

Our prime objective in the Career Orientation & Exploration Program is to enable the student to realize that what he does in school is eventually going to extend to his world of work. The problems, projects, and lessons are practice preparation that the students can do now, to prepare for this world of work.

In the past a student was often unaware of the jobs and careers which related to each of the subjects he was studying. With the approach provided by the Career Education Program, the student can be made aware of these careers by the teacher.

The teacher knows (from subject-cluster classification and job-cluster lists) the jobs which relate to the subject and to the topic of the day. The teacher need not know about the jobs in detail--that can become an assignment of research for any student who expresses an interest--it can also be a starting point of discussion in the classroom.

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LESSON PLAN
SOCIAL STUDIES

GRADE 7
(EMR)

Objectives: To show the relationship between the city and its stores.

To make students aware of jobs in department and related stores.

Activities: Have students collect pictures of various stores,
Include advertisements and prepare a bulletin board.

Have students list types of jobs and wages.

Visit a large department store after viewing catalogs in a classroom display.

Use a play cash register to role-play sales transactions.

Materials:

1. catalogs from major department stores
2. filmstrips on jobs in department stores

Vocabulary:

1. cashier	6. void
2. athletic department	7. sales tax
3. hardware	8. utensils
4. manager	9. catalog
5. stationery	10. appliance

Related Occupations:

1. cashier
2. assistant manager
3. supervisor
4. sales person
5. buyer
6. mechanic
7. shipping/receiving clerk
8. warehouse workers
9. installers
10. wrapping & lay-away workers
11. building maintenance worker

LESSON PLAN
SOCIAL STUDIES

GRADE 7 (EMR)

- Objectives:
- To help the students to know the main highway system of Ohio and its related occupations.
 - To inform the students about highway construction.
 - To inform students about training for construction occupations.
- Activities:
- Students may plan directions and route selection for travel between Ohio cities.
 - Visit the I-490 construction sites.
 - List various highway occupations and estimate approximate wages for each. (check against actual figures)
 - Determine distances between cities measuring scale mileage.
- Materials:
1. Ohio highway maps
 2. film: Ohio
 3. AAA highway maps
 4. pictures/photographs of Ohio's highway facilities

Vocabulary:

- | | |
|--------------------|--------------------|
| 1. survey | 6. backhoe |
| 2. construction | 7. caterpillar |
| 3. grade | 8. Columbus |
| 4. heavy equipment | 9. Cincinnati |
| 5. asphalt | 10. highway patrol |

Related Occupations:

1. cement finisher
2. bridge builder
3. surveyor
4. heavy equipment operator
5. landscaper
6. dump truck driver
7. job foreman
8. carpenter
9. highway engineer
10. architect
11. draftsman

LESSON PLAN

GRADE 7
MUSIC

Objectives: To show the relationship of work in the broadcasting business to programming for radio.

To familiarize the students with the necessary information in preparing for a career in the field of announcing or DJ work.

To introduce the student to some jobs open in recording studios and radio networks.

Activities: Use the tape recorder to demonstrate its basic function and sound balance.

Have students visit WCLV or WJMO to see the functions of actual programming and broadcasting.

Have a highly skilled director of some radio station to visit the classroom and explain the operations of a radio station.

Materials:

1. tape recorder
2. AM-FM radio

Vocabulary:

1. Input
2. output
3. monaural
4. stereo
5. monitor
6. programming
7. mixing board
8. frequency
9. equalizer
10. acoustics

Related Occupations:

1. acoustical engineer
2. equipment manager
3. recording engineer
4. director
5. programmer

LESSON PLAN

GRADE 7
1 WEEK

FILING

Objectives: To show the importance of the alphabet in the job of a file clerk.

Activities: Students will be given a list of names of their classmates to be written in alphabetical order.

Field trip to an office.

Students will write the last name in alphabetical order first, and then arrange them in alphabetical order in their own file box.

Materials:

1. file cards	3. file strips
2. file folders	4. file box

Vocabulary:

1. class list of names	4. active file
2. alphabetical order	5. inactive file
3. file	6. alphabet

Related Occupations:

1. librarian	3. ward clerk
2. morgue keeper	4. directory clerk

Evaluation: Students will have a list of names to be placed in alphabetical order and place in their file box with 100% accuracy.

LESSON PLAN

GRADE 7

MATH

Objectives: To meet individual student needs in buying, selling and using the cash register.

Activities: Compare prices using newspaper advertisements.

Classroom grocery store shopping.

Shopping for a class party and determining total and individual cost.

List the different items: produce, meats, groceries, and taxable items.

Materials:

1. grocery store items
2. play money for cash register (real money can be used for money change)
3. calculator
4. cash register

Vocabulary:

1. checks	6. currency
2. produce	7. refund
3. grocery	8. endorse
4. taxable items	9. credit
5. cash register	

Related Occupations: 1. service station attendant

2. stock clerk

3. shipping clerk

4. cashier (grocery store)

5. cafeteria helper

LESSON PLAN

CRAFT

GRADE 7
6 WEEKS
TO SEMS'R

Objectives: To arouse an interest in handicraft.

Activities: Flower making and arranging.

Quilting.

Embroidery.

Candlemaking.

Weaving pot holders.

Materials:

1. wax for candlemaking
2. scarves, thread, needles (embroidery)
3. crepe paper for flowers

Vocabulary:

1. embroidery	4. candle
2. thread	(Build vocabulary as unit progresses)
3. flowers	

Related Occupations:

1. department store helpers
2. painters
3. weavers
4. candlemakers

LESSON PLAN

GRADE 7-8

SOCIAL STUDIES

UNIT: Right or Wrong? Laws - Do We Need Them?

LESSON: What are some careers related to Law?

Objectives: At least 70% of the students shall be able to list at least 4 careers related to the field of law.

At least 80% of the students in my 7th grade class shall have the opportunity to hear 1 guest speaker from the legal field.

Activities: Students shall hear a guest speaker from the FBI, police department or attorney.

A court stenographer shall be invited to class to demonstrate his or her skills.

As a field trip the students shall have the opportunity to visit a local court and observe procedures.

The students shall read various booklets such as "Minorities and the Police".

Materials:

1. FBI wanted posters
2. "Minorities and the Police " (Foundation for Change, Inc.) March, 1972, (1619 Broadway 49th Street) New York, New York 10019 (copies free in quantities if you pay postage)
3. "Successful Negro Women In the Judiciary (booklet) Alpha Kappa Alpha Sorority, 5211 South Greenwood Avenue, Chicago 60615

Vocabulary:

- | | |
|-------------|-------------------------|
| 1. judicial | 6. court |
| 2. FBI | 7. law |
| 3. attorney | 8. occupational outlook |
| 4. criminal | 9. juvenile |
| 5. witness | 10. working conditions |

Related Occupations:

- | | |
|-------------------|-----------------------|
| 1. police officer | 7. court stenographer |
| 2. sheriff | 8. probation officer |
| 3. FBI agent | 9. bail bondsmen |
| 4. lawyer | 10. legal secretary |
| 5. judge | 11. detective |
| 6. bailiff | |

Possible Assignments Outside of Class for Homework: Assign the following questions for homework:

- a. Could you ever see yourself as a judge?
Why or why not?
- b. You are a policeman walking home from
working at your job. As you are walking
past a group of teenagers they yell to you,
"Hey, pig, Oink, Oink" - If that was you what
would you do?
- c. Using a letter grade from A-F, assign the
Cleveland Police Department a grade and
explain why you gave them that grade.

Ask the students to observe one of the television
programs which are related to the legal field such
as Kojak, Mannix, Shaft, Streets of San Francis-
co, etc.

- a. In at least 25 words summarize the program.
- b. What were some careers which you observe
in the program?
- c. Did the program give you an accurate picture
of careers in the legal field? Why or why not?

LESSON PLAN

GRADE 7-8

HOME ECONOMICS

Objectives: To show students how to plan and direct food service programs in hospitals, schools, restaurants, and other institutions.

To give students some insight into the background and job qualifications of becoming a dietitian.

Activities: Have students tour public and private establishments, such as child care centers, hospitals, and nursing homes.

Invite a guest speaker to speak to the group on related areas.

Materials:

1. filmstrips	5. slides
2. pamphlets	6. puzzles
3. magazines	7. games
4. newspapers	8. scrapbooks

All related to dietetics

Vocabulary:

1. dietitian	5. nutrition	9. intern
2. values	6. dietetics	10. bacteriology
3. appetizing	7. staff	11. internship
4. administration	8. menu	12. certification

Related Occupations:

1. dietary aid
2. diet clerk
3. therapeutic dietitian
4. dining room cashier
5. foods administrator
6. clinical dietitian
7. airline food service supervisor
8. armed services dietitian
9. food service specialist
10. college instructor

LESSON PLAN

GRADE 7-8

PHYSICAL EDUCATION

Objectives: To increase strength, stamina, coordination and agility for total body development.

To increase and maintain total fitness in order to aid in developing one's personality.

To produce routines for leisure time activity.

Activities: Have students plan routines out of the learned skills.

Invite a gymnast from Glenville to discuss the program being offered there.

Visit YMCA's Athletic Clubs, high schools, and Cleveland State to see exhibitional performance.

Materials:

1. films on tumbling
2. brochures on Physical Education
3. filmstrips on stunts
4. booklets on the Olympics

- Vocabulary:
- | | |
|-------------------|-------------------|
| 1. floor exercise | 6. horizontal bar |
| 2. back vaulting | 7. parallel bars |
| 3. side horse | 8. still rings |
| 4. tumbling | 9. rope climb |
| 5. stunts | |

- Related Occupations:
1. physical therapist
 2. occupational therapist
 3. recreational therapist
 4. safety education director
 5. lifetime sports consultant
 6. dance therapist

LESSON PLAN

GRADE 7-8

MUSIC

Objectives: To show the importance of work related to producing and performing in the field of music.

To show the direct positive correlation of music to other fields of study. (i.e. Physics, Art, History, Biology, etc.)

To aid students in identifying those jobs in their appropriate clusters.

Activities: Have a student who owns a guitar or other stringed instrument bring it to class.

Demonstrate the nature of musical sound by changing the amount of tension in the strings, thus showing the direct relationship of music to the science of physics.

Show how the same principle is involved in the use of the vocal chords.

Materials:

1. overhead projector with transparencies of:
2. human larynx, showing the vocal chords and how they work.
3. a cut-away of cross-section of the inside of a piano.
4. appropriate references and texts.

Vocabulary:

- | | | |
|----------------|--------------|------------|
| 1. pitch | 6. ensemble | 11. bridge |
| 2. tension | 7. orchestra | 12. gig |
| 3. vibration | 8. hammer | 13. axe |
| 4. tuning fork | 9. damper | 14. larynx |
| 5. tuning peg | 10. fret | |

Related Occupations:

1. jazz or rock musician
2. piano tuner
3. arranger
4. composer
5. orchestral performer
6. equipment manager
7. acoustical engineer
8. music therapist
9. recording engineer
10. organ installer
11. instrument repairman
12. audio technician

LESSON PLAN
GENERAL MATH

GRADE 8
ONE WEEK

Objectives: To teach pupils to find area of polygons and circles.

To make students aware of occupations in which it is necessary to compute areas.

Activities: Have students talk to people in the carpeting, wall-papering and tile business.

Invite someone from the building construction business to talk with students about how "area" is used in his business.

Have pupils draw and cut out figures of different sizes and determine their area by placing square inch blocks on them.

Have students measure floors, walls, desktops, and other flat surfaces and use formulas to compute their areas.

Materials:

1. rulers, yardsticks, measuring tapes, etc.
2. square inch blocks, cardboard, etc.

Vocabulary:

- | | |
|------------------|-------------------|
| 1. polygons | 10. pi |
| 2. circles | 11. triangle |
| 3. width | 12. height |
| 4. radius | 13. base |
| 5. length | 14. square inch |
| 6. diameter | 15. square feet |
| 7. rectangle | 16. square yard |
| 8. square | 17. circumference |
| 9. parellelogram | |

Related Occupations:

1. landscaping and groundskeeping
2. painting
3. industrial cleaning and maintenance
4. carpentry

Evaluation: Have each pupil make up problems that might arise in three different occupations dealing with "area."

LESSON PLAN

GRADE 8-9
and A.T.

ENGLISH

1 DAY/WEEK
FOR SEMESTER

COMMUNICATIONS & FINE ARTS

Objectives: To show the relationship between English as a classroom subject and its importance in the world of magazine and creative writing.

To familiarize the student with the work of a creative writer in the fields of short story writing, poetry, commercial writing and illustrating related to these fields.

To enable the student to think and write creatively.

Activities: Have students make a list of the forms of communication media and fine arts jobs relating to this cluster.

Have students make a list of the kinds of occupations in the fine arts and communication cluster and their requirements.

Designate the assignment of a Creative Writing Booklet.

Indicate the importance of grammar and style.

Have students create a booklet in which the following assignments are required:

- a. short story (picture cut out)
- b. original product advertisement (original illustration of their product)
- c. original caption from an already existing product (picture cut out of magazine)
- d. an original cartoon illustrated by the student
- e. a short play (picture cut out of a magazine)
- f. several short poems (written either from pictures or self-illustrated by the student)

Above are basic requirements for the booklet.

Students who are especially creative may enter more than one of the above into their booklet.

Follow Up Activity: Submit booklets for publication.

Submit "best" of everyone's booklet for publication.

Visit Journalism classes to learn the basic "know how" of assembling a booklet for publication.

Field trip to a publishing company.

Field trip to a newspaper publisher.

Selling finished printed booklet.

- Materials:
- | | |
|------------------|-------------------------|
| 1. magazines | 6. colored construction |
| 2. newspapers | paper |
| 3. scissors | 7. crayons |
| 4. paste or glue | 8. paper |
| 5. string | 9. pen or pencil |

- Vocabulary:
- | | |
|---------------|---------------|
| 1. layout | 7. illustrate |
| 2. column | 8. caption |
| 3. style | 9. artist |
| 4. commercial | 10. poet |
| 5. proofread | 11. editor |
| 6. creative | |

- Related Occupations:
- | | |
|----------------------|-----------------------|
| 1. cartoonist | 7. proofreader |
| 2. photographer | 8. author |
| 3. commercial artist | 9. artist |
| 4. reporter | 10. comic illustrator |
| 5. rewrite man | 11. poet |
| 6. newspaper editor | |

Field Trips: 1. Cleveland Art Museum

2. The Temple (East 105th Street)

3. meeting of Cleveland Council of Churches

Speakers: 1. ministers from churches in the area

2. professors of theology

Student Activities: List the varied activities of a minister and determine how well your minister fulfills those duties by citing examples.

From effective listening of sermons, determine the use of literary references in the sermons.

LESSON PLAN

CAREER EXPLORATION GRADE 9-10

Subjects/Related Clusters: English, Public Service (Minister)

Materials:

1. tapes of sermons and comments by various ministers.
2. Cassette tape 8 - Career Development Laboratory.
3. articles from religious sections of newspapers.
4. records of sermons and speeches of Dr. Martin Luther King.

Activities: Research religious artifacts in museums or ones that may be in the home.

Review attitudes toward ministers as presented in newspapers.

Through reading, determine different views about life and death held by ministers.

Simulations: List the many duties of a minister.

Select sermons by two ministers and write a comparative paper on effectiveness of each.

Speakers: 1. representatives of nursery schools

2. parents who hire babysitters

Student Activities: Relate the importance of babysitting as a personal service in today's society.

Determine wages and whether or not one could make a living as a babysitter.

LESSON PLAN

CAREER EXPLORATION GRADE 9-10

Subjects/Related Clusters: English, Personal Services (Babysitter,
Nursery School Attendant)

Materials: 1. Films: Free to Be You and Me
The Babysitter
You're In Charge

2. Pamphlet - "Guide to Child Care"

Activities: List important aspects of caring for young children.

Observe child development classes.

Simulations: Write an answer to this question: What would you do
if the child you were caring for suddenly developed a
very high temperature and started coughing violently?

Make a list of things that should not be done while
one is performing this service.

Field Trips: 1. child development classes
2. local day nurseries

- Field Trips:
1. Lakewood Theater
 2. Collinwood Arts Center
 3. Karamu House
 4. Cleveland Playhouse

- Speakers:
1. actors and actresses from various drama centers
 2. drama teachers and coaches
 3. costume designers

Student Activities: Research background information on Elizabethan drama including language and costuming.

Present soliloquy from one scene of Julius

Caesar for presentation to class.

LESSON PLAN

CAREER EXPLORATION GRADE 9-10

Subjects/Related Clusters: English/Fine Arts (Drama - Shakespearean, Costume Design)

Materials:

1. magazines
2. newspapers
3. playbills
4. video tape gear or tape player
5. Cassette tape 2 - Career Development Laboratory

Activities: Read and discuss reviews of Shakespearean plays in newspapers and magazines.

Research costuming displayed during Elizabethan Era.

Simulations: Produce and video tape selected scenes from Shakespeare's Julius Caesar.

Develop costuming for characters in scenes selected for presentation to the class.

Rewrite chosen scenes from Julius Caesar in modern English and present to class.

Job Related Clusters: 1. Television

2. News Media

3. Fine Arts & Humanities (Culture)

4. Museums of: Health

Art

History

Natural Science

Evaluation: All lessons will be set up in three parts:

1. demonstrations (teacher) field trip speaker, film.
2. exploration (students) handling materials, sketching, questions and answers.
3. class assignment (student).

Student will be evaluated on the last part since this represents his personal involvement with principles and theories discussed in the first two parts.

His success depends upon his ability to:

1. produce an appropriate idea in an imaginative, skillful manner.

Activities:
(cont.)

Involve students in a cartoon competition to select class cartoonist who might then work with school newspaper.

Listen to radio commercials, produce usual concept.

Involve students on a regular basis with school and community needs for creative publicity.

Materials:

1. films

Vocabulary:

- | | |
|----------------------|--------------------|
| 1. art instructor | 8. rough draft |
| 2. line artist | 9. guide lines |
| 3. commercial artist | 10. paste-up |
| 4. publicity | 11. color harmony |
| 5. advertising | 12. textile design |
| 6. layout | 13. fabric design |
| 7. graphic art | |

Related Occupations:

- | | |
|------------------------|----------------------|
| 1. package designer | 8. fashion designer |
| 2. display artist | 9. medical artist |
| 3. layout man | 10. ceramic artist |
| 4. cartoonist | 11. wildlife artist |
| 5. sign painter | 12. jewelry designer |
| 6. industrial artist | 13. art instructor |
| 7. fashion illustrator | 14. portrait artist |

LESSON PLAN

GRADE 9

ONE YEAR

Objectives: To develop an awareness of the integral part the artist plays in everyone's "Everyday!"

To involve the student in projects relating to the three basic kinds of art careers:

art instructor

fine artist

commercial artist

To provide an opportunity to combine basic skills with personal choice and imagination to produce a commercial product.

Activities: Field Trips - Art Museum, Cooper School of Art.

Speaker in the field.

Demonstrations - cartooning, graphics, sign painting.

Production workshop - design, construct, sell.

Have students visit (on their own) small businesses to assess from them their advertising needs.

- Related Job Clusters:
1. Health Careers
 2. Consumers and Homemaking Careers
 3. Agri-Business-Natural Careers
 4. Personal Services
 5. Hospitality and Recreational Careers
 6. Environmental Careers
 7. Public Service Careers
 8. Marine Science Careers

EVALUATION

Objectives: To make students aware of the different kinds of medical professionals needed to look after health needs of people, including surgeons, dentists, and psychiatrists.

To make students aware of the many different technically trained workers needed to assist medical professionals and in other ways to provide the people with health services.

To make students aware of administrative chores essential to running of a large hospital.

Motivational Questions

Special Vocabulary

Activities: Survey newspaper for several days. Choose current problems concerning health and diseases.

Interview health professionals, starting with our school, school nurse, home economics teacher, physical education instructor and school dietician.

Start self improvement project.

Games which would enable the student to test himself.

Written examination.

Materials:

- | | |
|-------------|------------------|
| 1. films | 4. group reports |
| 2. booklets | 5. newspapers |
| 3. speakers | |

Vocabulary:

- | | |
|-------------------------|-------------------------|
| 1. hospital aids | 6. sub-professional |
| 2. apprentice | 7. para-professional |
| 3. practical experience | 8. housekeeping depart- |
| 4. trainee | ments |
| 5. technicians | 9. orderlies |

Related Occupations:

1. admitting offices
2. dietician assistant
3. health department clerks
4. health inspectors
5. drug counselor
6. lab - maintenance
7. food inspector
8. animal inspector orderlies
9. assistant ambulance driver
10. first-aid dispensary worker
11. child care centers

LESSON PLAN
HEALTH EDUCATION

GRADE 9
3 DAYS / WEEK
3 WEEKS

Objectives: To show the importance of work related to health services for persons with limited education.

To familiarize students with those jobs available in the health area which could lead to a health career.

(volunteer or part time)

To show the relationship between living healthfully as being a necessity to your whole life's functioning.

Activities: Hold discussions on types of work available.

Free courses from the Red Cross in which certificates are awarded:

Home Nursing

Child Care

First Aid and Water Safety

Field trips to the health departments.

Speakers from various occupations.

Collect booklets, pamphlets which display only those health careers which don't require a college degree.

Related Occupations: 12. child care attendant
(cont.)

13. school bus drivers

14. doorman

15. hotel maids

A written test will be given on vocational clusters (careers); the requirements of a specific job with advantages and disadvantages and comparisons to other clusters.

Materials: 1. transparencies

Vocabulary:

1. consumer	11. chef
2. vocational	12. waiter
3. careers	13. waitress
4. economics	14. butcher
5. skilled	15. restaurant
6. unskilled	16. hostess
7. semi-skilled	17. technician
8. assistant	18. recreation
9. dietitian	19. para-professional
10. designer	20. assembler

Related Occupations:

1. stewardess	7. hotel waitresses
2. restaurant manager	and waiters
3. receptionist	8. hotel managers
4. interior decorator	9. barbers
5. beauty operator	10. cosmetologists
6. sales clerk	11. chauffeurs

LESSON PLAN
HOME ECONOMICS

GRADE 9
TIME -80 MIN.

Objectives: To introduce to students vocational career opportunities in the field of Home Economics.

Students will be able to identify at least 6 jobs in Home Economics and related clusters.

Students will be able to evaluate the importance of having a background of Home Economics in relation to job opportunities.

Activities: Hand out list of occupations in field of Home Economics.

Plan field trip to local company involved in the specific kind of work being studied. This would further familiarize students with the career and acquaint them with the setting in which this type of work takes place.

Students in small groups will prepare a "bulletin board" on the theme "Vocational Careers" on information that might interest other members of the class.

Each student will choose a "Career Project" and give a 10 minute presentation with a job description of the particular vocation.

- Speakers:
1. parents holding jobs in vocational area
 2. community leaders holding jobs
 3. school personnel in field and related

Student Activities: Flip chart - "Vocational Careers"

Bulletin board - "Home Economic Careers"

Evaluation: Students will develop an awareness of jobs and careers in the world of work. They will also know jobs available in Home Economics and related clusters. Reports and tests will determine knowledge gained.

LESSON PLAN

GRADE 9

- Subjects/Related Clusters:
1. Consumer and Homemaking Careers
 2. Health Careers
 3. Personal Service Careers
 4. Hospitality and Recreation Careers

Materials: Occupational Outlook Handbook In Brief, 1972-73

Edition Recordings:

1. Job Opportunities In a Restaurant
2. Job Opportunities In a World of Work
3. The Waitress

Activities: Test:

1. Popeye and Consumer and Homemaking Careers
2. Popeye the Sailor and Health Careers
3. Popeye and Hospitality and Recreation Careers

Simulations: Career Awareness Bingo Game

- Field Trips:
1. Jane Addams Vocational High School
 2. East Ohio Gas Company
 3. Hough Bakery
 4. Glenville High School - Child Development Center

Student Activities:

Individual research presentation.

Students assigned to measure various objects in home and school.

Cloth hangers, flat knives, ball point pens, pencils, windows and doors, small pipes in science lab.

Evaluation:

Observation - check projects constructed by students for precise measurements - students will check each others projects for accurate measurements according to self drawn blueprints. What jobs require various degrees of measuring? What tools are needed for what jobs?

Individual demonstrations by students.

Divide class into two groups according to prevailing athletic season (ABA or NBA). Assign objects to be measured, each correct answer results in points being scored, side accumulating most points win.

- Vocabulary:
- | | |
|------------------|-----------------------|
| 1. bench rule | 7. hairline cursor |
| 2. steel tape | 8. flat micrometer |
| 3. zig zag rule | 9. pointed micrometer |
| 4. barrel sleeve | 10. depth micrometer |
| 5. pivot | 11. tolerance |
| 6. jaws | |

- Field Trips:
1. Warner & Swasey
 2. Ford Motor Company
 3. T.R.W.

- Speakers:
1. salesmen of precision
 2. tools - inspectors from industry
 3. draftsman

LESSON PLAN
PRECISION MEASUREMENT
USING MICROMETERS & SLIDE RULE

Subjects/Related Clusters: Career Constructions, Manufacturing
Careers

- Materials:**
1. 12 inch rule-micrometer-flat pointed depth veneer calipers
 2. slide rule and paper of various thickness
 3. concave and convex objects of varied guage thickness
 4. cylindrical objects having depth
 5. round wire of different diameters

Activities: Lectures.

Question and answer period.

Student group discussions.

Demonstrations.

Supervised practice.

Filmstrips.

Speakers with precision backgrounds.

Related Occupations:
(cont.)

13. millwright

14. molders

Materials: 1. 12 inch rulers, micrometers, flat pointed depth
veneer calipers

2. slide ruler(s) and wire of various thickness

3. pieces of wood of various lengths, widths and
thickness

4. concave - convex objects of varied guage thick-
ness

5. cylindrical objects having depth

6. paper of varied thickness

Vocabulary: 1. bench rule

7. jaws

2. foot rule

8. hairline cursor

3. steel tape

9. flat micrometer

4. zig zag rule

10. pointed micrometer

5. barrel sleeve

11. depth micrometer

6. pivot

12. tolerance

Related Occupations:

1. carpenter

8. mechanics lathe

2. plumber

operators

3. pipe fitters

9. machinist

4. roofers

10. drill press

5. tinnerns

operator

6. production workers

11. pattern maker

7. inspectors

12. punch press

operator

LESSON PLAN
INDUSTRIAL ARTS

GRADE 9
4 WEEKS
2-45 MINUTE
PERIODS

Objectives: To familiarize 9th grade students with the basic procedures in measuring.

To acquaint students with the function of each instrument.

Instruct students in proper use of tools - thus rendering precision measurement.

Activities: Lecture - question and answer period.

Student group discussion.

Demonstrations.

Supervised practice.

Practical experience - each student will be assigned specific items to measure - doors, windows, steps.

View filmstrips.

Speaker with precision background - inspector.

Individual demonstrations by students.

Related Occupations:

1. nurses aid
2. housekeeper in a hospital
3. cook
4. ward clerk in a hospital
5. volunteer service in a hospital
6. volunteer service in a nursing home

Field Trips: 1. local hospital

2. Health Museum
3. Bonnie Bell, Inc.

Related Subject Clusters:

1. Science
2. Mathematics
3. Home Economics

Simulations: Girls check in by time clock.

Girls take each others' temperature.

Girls take turns in being patient and aid.

Manicure each others' nails.

Techniques in using make-up.

LESSON PLAN

HEALTH

GRADE 9

GIRLS

4-6 WEEKS

Objectives: To make students aware of the importance of good health and good grooming.

Activities: Role playing.

Invite a beautician to talk to girls.

Arrange field trip to the Museum.

Invite the school nurse in.

Materials:

1. health charts	3. manicure set
2. grooming aids	4. thermometer

Vocabulary:

1. balance	8. fresh air
2. diet	9. home care
3. rest	10. cleanliness
4. exercise	11. good posture
5. safety	12. clothing
6. temperature	13. personal hygiene
7. disease	14. clerk

Student Activities: Role playing - Do's and Don't's in applying
for a job.

Evaluation: Students will select jobs from a list and put them
under the correct word (semi-skill, unskill and
skill) with 100% accuracy.

LESSON PLAN

GRADE 9

- Subjects/Related Clusters:
1. Marketing & Distribution
 2. Consumer Homemaking
 3. Hospital
 4. Recreation
 5. Communication

Materials: 1. booklets

Activities: Bulletin board - "What Will I Be?"

Games.

Reports.

Assigning students to various jobs in the school building and classroom.

Simulations:

- Field Trips:
- | | |
|---------------------------------------|-------------------|
| 1. Veteran Administration Hospital | 4. county library |
| 2. Fisher Foods | 5. warehouse |
| 3. Jones & Laughlin Steel Corporation | |

- Speakers:
1. Mrs. Zelda M. Milner
 2. Paul W. Priebe
 3. John A. Castell

- Speakers:
1. parents holding jobs in vocational area
 2. community leaders holding jobs
 3. school personnel in field and related

Student Activities: Flip chart - "Vocational Careers"

Bulletin board - "Home Economic Careers"

Evaluation: Students will develop an awareness of jobs and careers in the world of work. They will also know jobs available in Home Economics and related clusters. Reports and tests will determine knowledge gained.

LESSON PLAN

GRADE 9

- Subjects/Related Clusters:
1. Consumer and Homemaking Careers
 2. Health Careers
 3. Personal Service Careers
 4. Hospitality and Recreation Careers

Materials: Occupational Outlook Handbook in Brief, 1972-73

Edition Recordings:

1. Job Opportunities in a Restaurant
2. Job Opportunities in a World of Work
3. The Waitress

Activities: Test:

1. Popeye and Consumer and Homemaking Careers
2. Popeye the Sailor and Health Careers
3. Popeye and Hospitality and Recreation Careers

Simulations: Career Awareness Bingo Game

- Field Trips:
1. Jane Addams Vocational High School
 2. East Ohio Gas Company
 3. Hough Bakery
 4. Glenville High School - Child Development Center

LESSON PLAN

GRADE 7-8

HOME ECONOMICS

Objectives: To show students how to plan and direct food service programs in hospitals, schools, restaurants, and other institutions.

To give students some insight into the background and job qualifications of becoming a dietitian.

Activities: Have students tour public and private establishments, such as child care centers, hospitals, and nursing homes.

Invite a guest speaker to speak to the group on related areas.

Materials:

1. filmstrips	5. slides
2. pamphlets	6. puzzles
3. magazines	7. games
4. newspapers	8. scrapbooks

All related to dietetics

Vocabulary:

1. dietitian	5. nutrition	9. intern
2. values	6. dietetics	10. bacteriology
3. appetizing	7. staff	11. internship
4. administration	8. menu	12. certification

- a. Could you ever see yourself as a judge?
Why or why not?
- b. You are a policeman walking home from
working at your job. As you are walking
past a group of teenagers they yell to you,
"Hey, pig, Oink, Oink" - If that was you what
would you do?
- c. Using a letter grade from A-F, assign the
Cleveland Police Department a grade and
explain why you gave them that grade.

Ask the students to observe one of the television
programs which are related to the legal field such
as Kojak, Mannix, Shaft, Streets of San Francis-
co, etc.

- a. In at least 25 words summarize the program.
- b. What were some careers which you observe
in the program?
- c. Did the program give you an accurate picture
of careers in the legal field? Why or why not?

Read and discuss Annual Report of Cleveland -
list specific services of the city.

Union materials - provide ideas of problems/desires
of workers.

Simulations: Mock Civil Service testing program - students will
simulate application for test and testing procedures;
include sample questions.

Field Trips: 1. City Hall - visit service departments, meet with
councilman, see department representatives.

Speakers: 1. councilman
2. union representatives

Student Activities: Letters to City Department requesting information as to qualifications, salary, etc. of
employees.

Research projects on expansion and growth
of city services over 50 years. (budget,
number of employees, compare with other
cities)

LESSON PLAN

GRADE 9

SOCIAL STUDIES

Subjects/Related Clusters: Social Studies/Public Service

Objectives: To identify services and occupations provided by local government.

To list at least 4 qualifications of Civil Service occupations.

To identify working conditions, salaries, opportunities for 2 Civil Service jobs.

To explain the Civil Service approach to public service jobs.

- Materials:
1. Exploring Urban World (chapter on Local Govt.)
 2. Civil Service test applications
 3. Civil Service test sample
- Union materials

Activities: Read and discuss "Local Government" chapter of the text.

Identify services provided by city-identify jobs and duties.

Civil Service exam and application-students attempt to complete the application and sample test questions.

Have the class break down each of the six lifetime incomes above into average yearly salaries.

Simulations: Have the class compile a list of the fifteen highest paid occupations as well as the fifteen lowest paid occupations with their average salary.

Have each student prepare two monthly budgets utilizing the net monthly income of one of the fifteen highest paid occupations as well as the net monthly income of the fifteen lowest paid occupations. Each monthly budget must include: rent or mortgage, food, utilities, transportation, entertainment, personal items, savings, payments, interest on purchases, merchandise on credit, and clothing.

Field Trips:

1. The Ohio Bureau of Employment Services
2. General Motors or Ford Motor Company
3. a community college
4. a bus ride through various areas of Cleveland seeing both depressed and affluent areas

Speakers:

1. a personnel director from Ohio Bell
2. a bank or finance company manager or an assistant manager
3. a school guidance counselor

LESSON PLAN
SOCIAL STUDIES

GRADE 9

Subjects/Related Clusters: Subjects best suited to encompass all fifteen career clusters to reveal the correlation between education and Income and Income and Life Style. Social Studies/Economics.

Materials:

1. brochures	6. filmstrips
2. films	7. newspapers
3. labor statistics	8. job lists from employment office
4. catalogs	
5. booklets	

Activities: Have the class research the total lifetime income of a person with the following education:

- a. less than 8 years
- b. more than 8 years but less than a high school diploma
- c. high school graduate
- d. two years of college
- e. college graduate
- f. post college

- Vocabulary:
1. resumé
 2. curricular
 3. college
 4. elementary
 5. references
 6. degree

Related Occupations: All occupations.

*Same plan may be substituted for lesson on an application blank.

LESSON PLAN

GRADE 8-9

ONE WEEK

RESUME *

Objectives: To familiarize student with the importance of writing a resumé in obtaining a job.

To emphasize the importance of correct spelling, neatness, and following directions in the "paper work" of obtaining a job.

Activities: Write a resumé (from dittoed worksheet). Have students check each other's resumé for grammar errors.

Taped interviews by students.

Student critiques.

Field trip to employment office.

Career counselor speaker.

Materials:

1. ditto form on writing a resumé (attached)
2. paper
3. pen
4. typewriter
5. tape recorder

RESUME

GRADE 8-9
ONE WEEK

NAME:

ADDRESS:

CITY, STATE:

PRESENT DATE:

BIRTH DATE:

SCHOOLS ATTENDED

DEGREE EARNED

College(s)

High School(s)

Junior High School (s)

Elementary

SPECIAL INTERESTS AND HOBBIES:

TRAVEL:

AWARDS:

EXTRA CURRICULAR ACTIVITIES AT SCHOOL OR IN THE
COMMUNITY:

REFERENCES (3)

LESSON PLAN

CAREER EXPLORATION

GRADE 9-10

Subjects/Related Clusters: Fine Arts & Humanities, Art, Media,
Construction, Social Studies, Home
Economics

Materials: 1. art supplies 4. T.V.
2. photographs 5. filmstrips
3. slides

Activities: Students may visit television stations to observe set
designs.

Visit art studios, Art Institute, Art Museum.

Interview art dealers, fashion designers, architects,
sculptors, and city planners. Interview professional
photographers.

Simulations: Students design a model city. Develop a portfolio.

Make slides.

Design and make fashions.

Drawing, painting, and sculpture.

- Speakers:
1. physical therapist
 2. physical therapy assistant
 3. school nurse

Student Activities: List six apparatuses the physical therapist might use and purpose of each.

Interview a patient who has received physical therapy and write a report on his condition before and after treatment.

Give an oral report on difference in the training and duties of the physical therapist and the physical therapy assistant.

LESSON PLAN
CAREER EXPLORATION

GRADE 9-10

Subjects/Related Clusters: Science/Health (Physical Therapist,
Physical Therapy assistant)

Materials: 1. skeleton
2. crutches
3. cane
4. walker

Activities: Use skeleton to show how muscles move bones.

Draw diagram of trunk, arm, and leg muscles and
have students locate them on their bodies.

Demonstrate active and passive exercises.

Simulations: Students practice techniques of walking with crutches,
canes and walker.

Role-play therapist coaxing a frightened patient to try
using the walker for the first time.

Field Trips: 1. Physical Therapy Department at:

Highland View Hospital

a nursing home (Margaret Wagner)

a general hospital (University, Mt. Sinai, etc.)

Field Trips: 1. hospital histology (tissue) or hematology (blood) laboratory

2. private blood donation center

3. Red Cross blood center

Speakers: 1. medical technologist

2. medical technician

3. pathologist

Student Activities: List desirable characteristics of a medical technologist and compare them to your personality.

List six local schools where technologists and technicians may be trained.

List six other workers in the health field who have contact with the technologist.

Define the following medical terms:

histology

centrifuge

hematology

sputum

lipoma

spirochete

LESSON PLAN
CAREER EXPLORATION GRADE 9-10

Subjects/Related Clusters: Science/Health (Medical Technologist/
Technician)

Materials:

1. microscopes
2. slides (photograph) of tissues
3. tissue samples
4. prepared slides of blood cells
5. test tube of blood that has "settled out"
6. diabetes detection kit

Activities: Show slides of normal and abnormal tissues and blood cells.

Demonstrate urine test for diabetes and explain the significance in treatment of a diabetes patient.

Explain the components of the "settled out" blood and their use in transfusions.

Simulations: Have students prepare tissue samples and observe them through microscopes.

Student Activities: List six diseases that may result from poor
(cont.) environmental factors in industry.

List ten workers whose jobs would expose them
to industrial hazards or disease.

Simulations: Students contrast the degree of their skin's absorption
(cont.) of Vaseline and Ben Gay.

Field Trips:

1. Republic Steel
2. Sherwin-Williams Paint Plant
3. Brobst Foundry Company
4. welding shop
5. tire factory
6. construction site

Speakers:

1. plant protection manager
2. industrial engineer
3. labor union representative
4. industrial nurse

Student Activities: Report to the class on recent federal and
state laws relative to improving industrial health
and safety.

List the rules in a school building that promote
safety and health.

Make a graph showing the life expectancy of
industrial workers 50 years ago, 25 years ago,
and now.

LESSON PLAN

CAREER EXPLORATION GRADE 9-10

Subjects/Related Clusters: Science, Social Studies, Health,
Manufacturing, Construction

Materials:

1. chart of respiratory system
2. aerosol nasal spray
3. cigarette
4. white handkerchief
5. Vaseline
6. Ben Gay Ointment
7. medical book

Activities: List ways toxic materials can enter the body.

Follow passage of nasal spray droplets from the air to the lungs.

Show the invisible impurities that can be present in smoke by blowing smoke through tautly held handkerchief.

Simulations: Show pictures of black lung disease.

Visit a factory or construction site and question managers about health hazards and safety precautions.

- Speakers:
1. postal clerk
 2. branch supervisor
 3. mailman

Student Activities: Obtain and fill out a Civil Service application for a postal service job.

List the job titles of postal workers directly involved with mail, their grade and salary.

Compare fringe benefits of Civil Service jobs with those of private industry.

LESSON PLAN

CAREER EXPLORATION GRADE 9-10

Subjects/Related Clusters: Social Studies, Business, Math,
Public Service (postal workers)

Materials: 1. maps
2. scales
3. letter scale
4. scheme cards

Activities: After a visit to the main post office, the class prepared a chart showing the handling of a letter from mailbox to delivery.

Students plan the location of mailboxes within a given area and make a schedule for truck pick up.

Simulations: Students weigh letters and packages and estimate the cost of postage to various cities.

Students memorize then sort scheme cards according to zip codes.

Field Trips: 1. main post office
2. branch post office

Student Activities: Contact auto mechanic and find out conditions
and pay scale of job.

Find out necessary requirements for job.

LESSON PLAN

CAREER EXPLORATION GRADE 9-10

Subjects/Related Clusters: Transportation, Auto Mechanic Industrial Arts

Materials:

1. spark plugs	6. tape - <u>Auto Mechanic</u>
2. set of points	7. engine mock up
3. wall chart of engine	8. differential mock up
4. condenser	9. film - <u>Auto Mechanic</u>
5. film - <u>Automobile Engine</u>	

Activities: Listen to tape on Auto Mechanic.

Visit school auto shop.

Simulations: Adjust plugs and install plugs.

Install and adjust points.

Install condenser.

Adjust gears in differential.

Field Trips:

1. Chevrolet Motor Division
2. local automotive garage

Speakers:

1. representative from Chevrolet
2. school auto shop teacher

Speakers: 1. Contact Mr. Wallin or Mr. Kason, 621-1054.

Student Activities: Determine the best method of travel for a one week summer vacation from Cleveland to Atlanta. You own a 1969 Chevy, not air-conditioned. Consider time, cost, convenience.

LESSON PLAN

CAREER EXPLORATION GRADE 9-10

Subjects/Related Clusters: Transportation, English

Materials: 1. detailed Cleveland map (from AAA)

2. "The Emerald Necklace" (pamphlet from main library)

Activities: Write a narrative to correspond to a bus tour of Cleveland.

Write specific directions from this room in Glenville High School to Public Square.

Simulations: Chart roads to take to include Cleveland's park system (the Emerald Necklace) and write a related narrative. The narrative should highlight directions as well as points of interest.

Field Trips: 1. bus trip of Emerald Necklace

Mr. Wallin or Mr. Kason, Cleveland Metropolitan
Park District, 2000 Standard Building, 621-1054.

Speakers: 1. representative city parks department

2. local tree surgeon

3. school biology teacher

Student Activities: Write to U.S. Department of Agriculture,

Forestry Service to learn requirements needed
for this type of work.

Write to Society of American Foresters in
Washington, D.C. to find information on schools
offering training in this field.

Contact Weyer Hauser Lumber Company, Seattle,
Washington to explore potential of job market.

Write to Hocking College, Athens, Ohio to in-
quire about their two year program in Forestry.

LESSON PLAN

CAREER EXPLORATION GRADE 9-10

Subjects/Related Clusters: Environmental Control (Forestry Aid)

Industrial Arts

Materials:

1. tape - <u>Park Director</u>	6. rain gauge
2. tape - <u>Forester</u>	7. assorted twigs
3. film - <u>Forest Produces</u>	and branches
4. film - <u>Forestry & Forest Ind.</u>	
5. filmstrip - <u>Forest Resources</u>	

Activities: Visit school biology class to observe various plants in their lab.

Listen to tapes and watch movies and slides.

Visit school library and research duties of Forestry Aid.

Simulations: Check water level in rain gauge.

Peel bark on twigs and branches; repair wounds.

Field Trips: 1. local city parks district
2. tree nursery

Field Trips: 1. Chevrolet Motor Division - Brookpark Road
2. Gould, Inc. 18901 Euclid Avenue

Speakers: 1. representative from Chevrolet
2. representative from Gould, Inc.

Student Activities: Contact a working tool and die maker and
find out necessary requirements for a job.

Research job market in area and try to
determine future in it.

LESSON PLAN

CAREER EXPLORATION GRADE 9-10

Subjects/Related Clusters: Manufacturing, Tool & Die Maker,
Industrial Arts

- Materials:
1. micrometer
 2. steel scale
 3. blueprint
 4. movie Tool & Die Maker Film Strip
 5. tape on Tool & Die Maker
 6. surface plate
 7. tube of Prussian Blue oil color
 8. The Machinist

Activities: Listen to tape recording on Tool & Die Maker.

Visit school shop to see various machines.

Show students examples of dies.

Blue surface of die on surface plate.

Simulations: Have students measure pieces of metal with micro-meter and steel scale.

Have students rub die on steel surface plate.

Speakers: 1. Chris Horsburgh from Horsburgh & Scott

Student Activities: Find out into what different categories
Engineering Draftsmen fall.

Find out the mathematical pre-requisites that
are necessary for an Engineering Draftsman
to have.

Research job availability in this area.

LESSON PLAN

CAREER EXPLORATION GRADE 9-10

Subjects/Related Clusters: Manufacturing, Engineering Drafting,
Industrial Arts

Materials: 1. T-Square 6. film strip - Careers In
2. compass Drafting
3. dividers 7. film - Language Of The
4. slide rule
5. blueprints

Activities: Visit Drafting Room of local manufacturing plant and then
the manufacturing area to observe tie-in between the two.

Watch educational movie depicting engineering problems
being solved.

Watch film strip on Careers In Drafting.

Simulations: Have students draw a manufactured part.

Have students construct a basic slide rule.

Field Trips: 1. Horsburgh & Scott Gear Manufacturing Company
5140 Hamilton Avenue

- Speakers: 1. J. Foote - Gould, Inc. 486-8300 - Ext. 255
2. Peggy Halquist - Cleveland Society for Blind
791-8118 - Ext. 63

Student Activities: Write specific directions for tying a shoelace-
include all steps from putting the lace through
eyelets to tying the bow.

Write a comparative summary of five manu-
facturing companies.

LESSON PLAN

CAREER EXPLORATION GRADE 9-10

Subjects/Related Clusters: Manufacturing, English

Materials:

1. underwriter's knot directions from Underwriter's Laboratory, Inc., 14812 Detroit Avenue
2. old newspapers
3. plugs (electric-male)
4. wires
5. printer's hat directions from NEA Printing Co.

Activities: Develop ability to follow written directions by having each student read directions for and make a printer's hat - without any orally given directions.

Simulations: Students are to read directions for an underwriter's knot and make one on each plug - from written directions only. (Students could assemble any other object - but must follow written directions.)

Field Trips:

1. Cole National Corporation - Mr. P. McCarthy
(271-4000)
2. Reliance Electric Company - Mr. P. Lannigan
(266-7156)

LESSON PLAN

CAREER EXPLORATION GRADE 9-10

Subjects/Related Clusters: Construction, English

Materials: 1. printout from Builders Exchange on jobs available
for bids

Activities: Study kinds of facts presented in job description.
Categorize specifications listed and itemize materials
suitable for various jobs.

Simulations: Read job descriptions from Builders Exchange.
Compare and contrast three jobs listed.
Evaluate jobs according to cost, location, time.
Select one job and write a bid for the job.

Field Trips: 1. Builders Exchange
2. local construction site

Speakers: 1. from Building Trades Employers Association,
220 Chesterfield Building.

Student Activities: Write a job description for a new floor for
your kitchen. Include dimensions, materials
desired, and the desired completion date.

- Speakers:
1. representative from architect's office
 2. representative from home decorator's department

Student Activities: Group students together in companies. Have them develop their own projects.

Students research history of architecture.

Students find educational requirements necessary to becoming an architect.

Contact working draftsman in the profession and find out about employment outlook.

LESSON PLAN

CAREER EXPLORATION GRADE 9-10

Subjects/Related Clusters: Construction, Architectural Drafting,
Industrial Arts

Materials:

1. blueprints
2. list of building materials
3. building code regulations
4. tape Architect (from library)

Activities: Visit architect's office, observe different phases of
work.

Visit construction site, observe how plans are transferred
into reality.

Simulations: Have students attempt to draw plans for a house of
their choice.

Have students build a model of their house.

Have students decorate mock-up of a room.

Field Trips:

1. Madison, Madison & Madison - Architects
2. house and industrial construction sites

Speakers: 1. Iron Workers Union (Bud Bianchi)

2. Republic Steel Speakers Bureau

Student Activities: Take photographs of a building in progressive stages of construction.

Interview two construction workers each from a different trade. Ask about pay, working conditions, safety, training, etc.

LESSON PLAN

CAREER EXPLORATION GRADE 9-10

Subjects/Related Clusters: Construction, Mathematics

Materials: 1. slide rule 5. sections of:
2. pocket calculator angle iron
3. structural handbook bar stock
4. scale (for weight) channel iron
I beam

Activities: List shapes of structural elements. Identify uses for each of the shapes.

Identify weight bearing and non-weight.

members in photographs of structural frames.

Simulations: Compute volume of metal sections.

Compute weight of lineal foot.

Compute strength of given lengths of beams.

Field Trips: 1. visit building construction sites while they are still in their skeletal form.

2. Visit steel mills to see manufacture of bar stock.

Speakers: 1. George Moore from The Plain Dealer

Student Activities: Write an editorial which would persuade the reader to vote for a costly school levy.

Write a front page article which would evoke the reader's sympathy for a family whose house was totally burned by fire.

LESSON PLAN
CAREER EXPLORATION GRADE 9-10

Subjects/Related Clusters: Communication & Media, English

Materials: 1. newspaper - frontpage articles, editorials
 2. Career Development Laboratory (tape 16, side 2 -
 Editor - in library media center)

Activities: Have students develop awareness of propaganda.

 Analyze connotative words (home vs. house)

 figures of speech ("White House", "In Pentagon"

 rather than "the president")

 sentence structure (short sentences for emphasis)

 paragraph sequence (time, logic)

 purpose of author (persuade, inform)

Simulations: Choose an article from the newspaper and analyze
 propaganda techniques.

 Contrast editorial style of writing to factual writing.

Field Trips: 1. Plain Dealer

 2. Call & Post

- Speakers:
1. legal secretary
 2. school secretary
 3. member of secretarial pool

Student Activities: List types of secretaries.

Determine which type you would like to be and
list the requirements for that particular type.

LESSON PLAN

CAREER EXPLORATION GRADE 9-10

Subjects/Related Clusters: English, Business (Secretary)

Materials: 1. magazines

2. want ads from newspapers

3. Cassette tape 18 - Career Development Laboratory

4. tape player

Activities: Clip pictures from magazines showing secretaries at work.

From want ads, determine qualifications required in different aspects of secretarial work.

Simulations: Conduct job interview for secretarial position through role-playing.

Compose and type business letter from skeletal information.

Field Trips: 1. Gould, Inc. (East 105th Street)
2. Ohio Bell Telephone Company
3. Federal offices

LESSON PLAN

CAREER EXPLORATION GRADE 9-10

Subject/Related Clusters: English, Consumer Education, Math

Materials: 1. newspaper (business pages)

2. Changing Times magazine

Activities: Define economic terms: Inflation, depression, recession.

Determine how present economic conditions in United States affect you.

Simulations: Write a short story using the plight of a sixteen-year-old in financial straits during present time.

List possible solutions to economic problems.

Field Trips: 1. consumer education offices

2. consumer protection agencies

Speakers: 1. Solomon Horge

2. representative from office of Ralph Nader (CWRU)

Student Activities: Compare prices of different articles in at least three different stores.

Analyze personal solutions to inflation.

MINING

Drill Operators

Cutting Machine Operators

Crusher Operators

Conveyor Operators

Oil Well Drillers

Truck and Tractor Drivers

Mechanics and Repairmen

Engineers

Geologist

Technician

PETROLEUM & NATURAL GAS PRODUCTION

EXPLORATION POSITIONS

Petroleum Geologist

Paleontologists

Chemists

Mineralogists

Planetable Operators

Draftsmen

Rodmen

Geophysicist

Computers

Observers

Prospecting Drillers & Helpers

Shooters

Landman and Leaseman

Scout

Petroleum Engineer

Rig Builders and Helpers

Rotary Driller

Derrickman

Rotary Floormen

Roughnecks

Fireman and Engineer

Toolpusher

Roustabouts

Cable-Tool Driller

Cable-Tool Dresser

AGRI-BUSINESS & NATURAL RESOURCES

Mining Occupations

Petroleum and Natural Gas Occupations

Horticulturists

County Agricultural Agent

Greenhouse Workers

Oilfield Services

Offshore Operations

Agricultural Occupations

MANUFACTURING (cont.)

Electronics Manufacturing

Engineers

Scientists

Physicists

Draftsmen

Technicians

Assemblers

Maintenance Positions

Millwrights

Instrument Repairmen

Electricians

Maintenance Machinists

Pipefitters

Stationary Engineers

Professional & Technical Positions

Chemists

Laboratory Technician

Chemical & Mechanical Engineers

Electrical Engineers

Packaging Engineers

Foresters

System Analysts

Computer Programmers

MANUFACTURING (cont.)

Iron & Steel Industry (cont.)

Extension Press Operator
Electronics Mechanics
Millwrights
Maintenance Machinists
Stationary Engineers
Die Makers
Bricklayers
Plumbers & Pipefitters
Maintenance Welders
Chemists
Metallurgists-Process & Physical
Engineers
 Chemical
 Mechanical
 Electrical
 Industrial

Apparel Industry

Designer
Pattern Maker
Pattern Grader

Apparel Industry (cont.)

Hard Spreader Operator
Machine Spreader Operator
Markers
Cutters
Hard Cutter and Shapers
Assemblers
Sewing Machine Operators
Hand Sewers
Work Distributor
Inspectors & Checkers
Thread Trimmers & Cleaners
Tailors & Dressmakers
Bushelmen or Alteration
Pressers
Underpressers

Atomic Energy Field

Engineers
Scientists
Technicians
Craftsmen

MANUFACTURING (cont)

Glass Blowers & Glass Lathe Operators Iron & Steel Industry
(Salary Positions)

Punch Press Operators

Banking Machine Operators

Recording Clerk

Shear Operators

Parts Driller

Coil Winders

Shipping Clerk

Crystal Grinders & Finishers

File Clerk

Tinners

Time Clerk

Anodizers

Order Checkers

Silk Screen Printers

Production Planners

Etching Equipment Operator

Production Scheduler

Infrared Ovens & Hydrogen Furnace Operators

Machine Order Clerk

Industrial Chemical Industry

Design Engineer

Chemical Operators & Helpers

Laboratory Technicians

Pipefitters

Transcriber

Maintenance Machinist

Tool Designer

Electricians

Dispatcher

Instrument Repairman

Distribution Clerk

Plan Workers

Order Clerk

(Hourly Positions)

Plant Workers - Skilled

Unskilled

MANUFACTURING

Aircraft, Missile, and Spacecraft Manufacturing

Engineers

Electronics

Electrical

Aerospace

Nuclear

Mechanical

Industrial

Scientist (cont.)

Mechanists

Tool & Die Maker

Metal Processing

Missile Assembly Mechanic

Inspecting and Testing

Flight Checkout

Maintenance and Custodial

Scientists

Physicians

Mathematician

Chemist

Metallurgist

Psychologist

Astronomer

Draftsman

Laboratory Technician

Research Mechanics

Production Planner

Technical Writers & Illustrators

Sheet Metal Workers

Aluminum Industry

Anode Men

Scalemen

Remelt Operator

Casting Operator

Scalper Operator

Soaking Operator

Rolling Mill Operator

Coiler Operator

Annealer

Stretch-Level Operator

Radiographers

Wire Draw Operators

CONSTRUCTION

Asbestos & Insulating Workers

Bricklayer

Carpenters

Cement Mason

Electrician

Glazier

Ironworker

Laborer

Lather Operator

Millwright

Operating Engineer

Painter

Plasterer

Plumber

Roofer

Sheet Metal Worker

Teamster

Helper

Apprentice

Journeyman

HOMEMAKING RELATED
Advanced

Foods

Dietician

Supervisor

Nutritionist

Chef & Assistant

Cook

Fry Cook

Roast Cook

Pastry Cook

Veg. Cook

Sauce Cook

Baker

Butcher

Short Order

Dishwasher

Demonstrator

Food Processing Technician

Consumer Education

Consultant

Home Economics Teacher

Economist

Buyer

Clothing

Designers

Patternmakers

Pattern Grader

Markers

Cutters

Assemblers

Sewers & Stitchers

Trimmer

Tailors & Dressmakers

Buselman

Pressers

Advertising Agents

Fabric Buyer

Infant Care

Kindergarten Teacher

Teacher's Aid

Day Nursery Aid

HOSPITALITY & RECREATION

Hospitality

Baggage Porter
Bartender
Bell Captain
Bellboy
Bus Boys, Girls
Counter Attendant
Dishwasher
Doorman
Houseman
Waiter
Waitress

Recreation (cont.)

Health Spa Operator
Dietician
Nursery School Operator
Tour Guides
Operator of Marina
Manager
Pantrymen
Reservation Clerk
Rack Clerk

Recreation

Automatic Pin Setting Machine Mechanic
Motion Picture Projectionist
Recreation Leader
Life Guard
Playground Instructor
Hotel Manager
Motel Manager

HEALTH
Advanced

Doctor	Medical Record Technician
Physical Therapist	Inhalation Therapist
Occupational Therapist	Biomedical Engineer
Recreational Therapist	Circulation Technologist
Speech Pathologist Audiologist	Clinical Corpsman
Psychiatric Social Worker	Dentist
Medical Technologist	Dental Assistant
Cytotechnologist	Dietary Technician
Laboratory Technician	Medical Illustrator
Histological Technician	Medical Librarian
X-Ray Technician	Music Therapist
Registered Nurse	Optometrist
Private Nurse	Orthopedist
Nurses Educator	EKG Technician
Occupational Health Nurse	EEG Technician
Practical Nurse	Ambulance Driver
Anesthetist Nurse	Medical Secretary
Nursing Aid & Orderly	Optician
Operating Room Technician	
Hospital Administrator	
Pharmacist	

PUBLIC SERVICE (cont)

Legal Services

Judge

Chief Justice

Referee Bailiff

Probation Officer

Law Librarian

Lawyer

Dog Catcher

Armed Service Occupations

Housing Inspectors

Building Inspectors

Teachers

Social Workers

Embalmer

Funeral Directors

Gravedigger

PUBLIC SERVICE

Telephone

Coin Collector

Lineman

Service Representative

Installer & Repairman

Apparatusman

Supplyman

Telephone Operator

Gas

Meter Reader

Public Relationist

Computer Serviceman

Customer Information Clerk

Civil Engineer

Administrator

Financier

Chemical Engineer

Industrial Engineer

Welding Engineer

Electrical Engineer

Mining Engineer

Gas (cont.)

Geologist

Home Economics

Marketing & Sales

Water

Chemist

Storekeeper

Stationary Engineer

Sewage Plant Attendant

Fire

Rescue Squad

Hook & Ladder Squad

Engine & Pump Crew

Line Clearance Foreman

Line Switchman

Lineman Helper

High & Low Tension Man

CULTURE

History Museum

Librarian

Publicity Consultant

Director

Museum of Natural Sciences

Curator

Artist

Maintenance Man

Housekeeper

Aquarium

Curator

Aquarist

Sales

Animal Keeper

Health Museum

Director

Health Educator

Artist

Sculptor

Nutritional Counselor

Counselor of Epilepsy

Workshop Head

Printer

FINE ARTS & HUMANITIES
Advanced

Art

Interior Decorator
Industrial Designer
Commercial Artist
Illustrator
Cartographer
Curator
Sculptor
Art Critic
Fashion Designer
Set Designer
Draftsman (Art/Arch.)
Stained Glass Windows
Model
Actors and Actresses

Music

Acoustic Engineer
Stage Hands
Music Therapist
Piano Tuner
Music Librarian
Record-maker
Dancer
Singer
Singing Teacher

MARKETING AND DISTRIBUTION

Marketing Researcher

Public Relations Personnel

Clerk

Cashiers

Stock Clerk

Routemen

Receiving and Shipping Clerk

Service Station Attendants

Salesmen (outlet store)

Securities Salesmen

Real Estate Salesmen

Insurance Salesmen

Manufacturers' Salesmen

Automobile Salesmen

Automobile Parts Salesman

Time Salesmen (Radio and Television)

Computer Sales Representative

Order Filler

COMMUNICATION AND MEDIA OCCUPATIONS

Newspaper Occupations

Editor
Photoengraver
Newsman (Reporter)
Printing Pressman
Photographer
Distributor

Telegraph Occupations

Sales Representative
Directory Clerk
Chief Clerk
Telephone Operator
Morse Operator
Service Representative
Delivery Man

Post Office Occupations

Mail Carrier
Postal Clerk
Mail Handler
Garageman
Auto Mechanic
Guard

Radio Occupations

Station Manager
Program Director
Music Director
Disc Jockey
Public Relations Consultant
Broadcast Technician

Television Occupations

Program Director
Director
Producer
Announcer
News Writer
Makeup Artist
Transmitter Technician
Video Technician
Camera Man

Telephone Occupations

Installer & Repairman
Apparatusman Coin Collector
Cable Splicer Lineman
Supplyman

BUSINESS AND OFFICE

Business Administration and Related Fields

Accountant

Advertiser

Personnel Staff

Public Relations Staff

Clerical and Related Fields

Bookkeeper

Cashier

Electronic Computer Operator

Office Machine Operator

Receptionist

Shipping and Receiving Clerk

Stenographer

Secretary

Typist

Telephone Operator

SAMPLE
JOB FAMILIES
OF
OCCUPATION CLUSTERS

126

The student from group 2 did not finish before the student in group 1. Group 1 receives 1 point.

This then continues until the teacher feels that enough careers are given to introduce his or her job cluster.

NOTE: Students may be made to duck walk or other slower moving activities rather than run to the board.

Materials:

1. blackboard
2. chalk
3. If possible, a poster of occupations in the Career Awareness Program.

Vocabulary:

1. occupations
2. career
3. (job cluster title) eg. Communications & Media

Related Occupations: * All occupations under job cluster

*Whole idea of game

LESSON PLAN

CAREER GAME

MOTIVATIONAL GAME INTRODUCTION TO A SPECIFIC JOB CLUSTER

Objectives: To arouse interest in a specific job cluster.

To enable the student to understand the relationship between the various jobs listed under one cluster.

Activities: A specific job cluster is written on the board. Divide class in half. Give each student a number. Example: class of 30 - give half of students numbers 1-15 and give other half numbers 1-15. Each number is used twice. Thus, two students in the class will have the same number. Teacher will then call out a number from 1-15. Let's say #2. Both students with the #2 will race each other to the board and write as quickly and as correctly as they can a career under the specific job cluster.

Example:

Points	
1	2
1	1

Personal Service Careers	
Group 1	Group 2
Barber*	Manicur*

*Barber - completed
*Manicur - not completed

- Materials:
1. paper and pencil
 2. cut-up letters of the alphabet
 3. container for these letters

Vocabulary: All careers

Related Occupations: All occupations

The student who fills in his 6 squares first yells "Stop". Each student must then put down his or her pencil. The student who yells "Stop" must say his occupations aloud. If the student who yells "Stop" is correct in all his answers (careers) he gets 6 points (1 for each career). This can be listed next to his column #.

If any other student has a different occupation beginning with "B" he may say it. Other students will get 1 point for each correct career on his or her sheet.

At the end of game, give students a specific job cluster and see how many of their list would go under the specific job cluster you have specified.

(Diagram)

*B	Beautician	Business Man	Builder	Bus Boy	Brokers	Buyer	#
							6 points

LESSON PLAN
INVESTIGATING JOB CLUSTERS

GRADE All
CAREER GAME

Objectives: To familiarize the students with the many job clusters.

To enable the student to "pick out" the specific job cluster you are teaching.

Activities: Have students list as many occupations as they can.
Teacher may supplement this list.

In slower classes as a preliminary to the game, teacher may show each career/occupation in alphabetical order.

Rules: Have students draw 5 or 6 vertical lines and 5 or 6 horizontal lines.

Cut-up letters of the alphabet are placed in a container.
Student comes and picks a letter.

Let's say the letter is "B", students in the class will think of as many occupations as they can that begin with "B". The "B" is placed in the upper left corner. They then will list as many occupations as they can that begin with the letter "B".

Field Trips: 1. May Company furniture department
2. Kronheims Furniture

Speakers: From Yellow Pages get names and numbers of some large furniture companies - call them to ask possibility of getting a furniture salesman to come to school to talk to students.

Student Activities: Student to go to a furniture store to get prices of different qualities of furniture then examine the furniture to find out why the difference in price.

Clip furniture and appliance sale ad from newspaper - go to another store to learn what their prices are for the same kind of furniture.

LESSON PLAN

CAREER EXPLORATION GRADE 9-10

Subjects/Related Clusters: Consumer & Homemaking, Related
Math

Materials: 1. newspaper
 2. tape 3-Buyer.

Activities: Get tape 3 - Buyer from the library. Compare cost
 of all necessary furniture and appliances in a small
 home (first in cash payment - then time payment).

 Make a model of a home with model (paper) furniture
 to be used for various arrangements then compute cost
 of furniture used, compute cost on installment plan
 buying.

Simulations: Make a layout of a furniture store ad.

 Compile furniture and appliance store ads - compare
 prices.

 Make list of advertising on T.V. such as "We will
 carpet so many rooms for such a price" then compare
 these prices to newspaper ads.

- Speakers:
1. any ad writer from newspaper or local company
such as Higbee's, Continental Bank
 2. speaker from Meldrun & Fewsmith, Inc., 1220
Huron Road. 241-2141

Student Activities: Write a one minute television commercial or
design a 2" square newspaper ad which would
promote the sales of a slow moving product.

LESSON PLAN

CAREER EXPLORATION GRADE 9-10

Subjects/Related Clusters: Marketing & Distribution, English

Materials: 1. Writing Careers in Advertising -(filmstrip & record from Career Exploration program)
2. Career Development Laboratory -(tape 6, side 1 - Advertising Salesman - in library media center)
3. newspaper and magazine advertisements

Activities: Develop awareness of advertising techniques.

 List methods used in advertising which

- attracts the attention of the public
- persuades the reader to buy the product

Simulations: Write a newspaper, radio, or television ad to sell the course in which you are presently enrolled.

 Redesign an unappealing advertisement.

Field Trips: 1. The Plain Dealer

- 2. Call and Post
- 3. Meldrun & Fewsmith, Inc. (advertising company)

Have each class member serve as a receptionist for a period and have a typist of class assignments - 9th graders.

Materials:

1. tape recorder	5. films: <u>Take a Letter A-Z</u>
2. typewriter	<u>Office Management</u>
3. telephone	or other related
4. pamphlets	topics

Vocabulary:

1. bookkeeper	6. accuracy
2. typewriter	7. dictation
3. carbon paper	8. duplicator
4. recording	9. dictaphone
5. telephone	10. receptionist

Related Occupations:

1. clerk	6. translator
2. bookkeeper	7. desk clerk
3. stenographer	8. secretary
4. office manager	9. recorder
5. accountant	10. mail clerk

Related Job Clusters:

1. Business & Office Careers
2. Marketing & Distribution Careers
3. Public Service Career
4. Iron & Steel Industry
5. Communication & Signal Helper
6. Clerical & Related Fields

LESSON PLAN
PARTIAL SEEING

4-6 WEEKS

Objectives: To help students develop speed and accuracy as the main tools used as a typist.

To aid students in developing those inter-related skills needed to succeed in the office: good spelling, good vocabulary and to punctuate and use good grammar. Also the ability to type at least 40 words a minute without errors.

To help familiarize students with as many jobs in the receptionist and typist cluster as possible and developing some awareness of each.

Activities: Have students make a list of the different kinds of occupations related to the business.

Plan a trip to a hospital, doctor's office, firm, real estate office and compare the receptionist and typist duties of each job.

Invite a receptionist and a typist to discuss the pros and cons of their job to the class.

Field Trips: 1. company of student's choice

Consult "A Community Resource Bank" from
Pace Association, 518 The Arcade.

Speakers: 1. Republic Steel Corporation - Mr. Steve Betuker-
seminars on career programs.

2. Standard Oil Company, 1707 Midland Building -
presentations in general area of business.

Student Activities: Clip want ads for jobs that interest you from
the newspaper over one month's period. Then,
chart those experiences and qualities which are
in highest demand.

LESSON PLAN

CAREER EXPLORATION GRADE 9-10

Subjects/Related Clusters: Business & Office, English

- Materials:
1. What Do You Like To Do - Foundations for Occupational Planning, SVE filmstrips
 2. The World Of Work - Vocational Decisions - SVE filmstrips and record
 3. "Getting The Right Job" (pamphlet) - from Glidden Durkee, 900 Union Commerce Building. 771-5121.
 4. want ads from newspaper

Activities: Write a resumé for a job application. The resumé must include personal information, educational background, past work experience, special skills, abilities, interests, and references. Select want ads from newspaper which fit abilities and qualities in resumé.

Simulations: Role play Interview based on:

job description (student who reads want ad acts
as interviewer)

student's resumé (student presents himself as applicant for job)

- Speakers:
1. Chris Columbi, Jr. (Plain Dealer)
 2. Einsdorf (Press)
 3. Copyright Lawyers
 4. representatives from Musician's Union
 5. performers (if can be gotten)

Student Activities: Visit and interview musicians in the city.

Visit a repair shop and see how repairs are done.

Try to build a functional instrument.

Interview persons from Musician's Union.

Research copyright laws.

LESSON PLAN

CAREER EXPLORATION GRADE 9-10

Subjects/Related Clusters: Fine Arts & Humanities, Music, Media,
Electronics, Science, Law

Materials: 1. recordings 4. T.V. 7. oscilloscopes
2. books 5. radio
3. instruments 6. tuning forks

Activities: Students may interview or visit recording companies,
Instrument factories. Build an electric organ or piano.
Design and build a string instrument. Interview lawyers
who deal with copyright laws, etc.

Simulations: Engineer and produce a recording session.

Write a score and adapt it to a student produced film.

1. Su-Ra Recording Company
2. King Instrument Company
3. Scherl & Roth Strings
4. Holkemp Organ Company

Student Activities:
(cont.)

Research art history.

Interview designers, dealers, painters,
photographers.

- Field Trips:
1. City Hall
 2. Art Museum
 3. Art Institute
 4. WEWS
 5. WJW
 6. WKYC
 7. Cooper Art
 8. Juno
 9. Bobbie Brooks

- Speakers:
1. City Planning Commission representative
 2. representative from the Art Institute & Museum
 3. professional photographer
 4. fashion designer
 5. scenery director from Media

Student Activities: Go to movies and observe photography and art work.

Plan and develop a photo story.

Draw a cartoon series.

Watch the Saturday morning cartoons and discuss art development.

AGRICULTURE

Dairy Farm Workers

Live Stock Farm and Ranch Workers

Poultry Farm Workers

Corn and Wheat Farm Workers

Cotton, Tobacco, and Peanut Farm Workers

Private Outdoor Recreation Farm Workers

MARINE SCIENCE

Marine Biologists

Oceanographers

Marine Geologists

Marine Meteorologists

ENVIRONMENTAL CONTROL

Meteorologist

Forester

Range Manager

Wastewater Treatment Plant Operator

Archaeologist

Anthropologist

Astrogeologist

Astronomer

Physicist

Biochemist

Oceanographer

Physicist

Climatologist

Exploration Geophysicist

Geographer

Seismologist

Urban Geographer

Botanist

Zoologist

Microbiologists

Agronomist

PERSONAL SERVICE

Barber

Cosmetologist

Babysitter

Beautician

Beauty Operator

Caretaker, Private Household

Building Custodian

Housekeeper (Maid)

Governess

Infant's Nurse

Custodian

Laundress

Odd Job Men

Valet

Companion

Chauffeur

Bartender

Taxi Driver

TRANSPORTATION

Advanced

Air

Flight Engineer

Stewardesses

Reservation Agent

Ticket Agent

Line Maintenance Mechanics

Maintenance Base Mechanics

Ramp Serviceman

Pilot

Co-Pilot

Airline Dispatchers

Air Traffic Controllers

Ground Radio Operator

Sky Cap

Land

Transmission

Tune-Up

Air-conditioner

Front-end

Brake

Radiator

Glass

Land (cont.)

Salesman

Parts Counterman

Driver

Mechanics

Body Repairman

Rail

Carmen

Yard Clerk

Communication & Signal Helper

Trackmen

Fireman

Block Operator

Trainman

Water

Longshoreman

Shipping Clerk

Ship Pilot

Merchant Seaman

Marina Attendant

Advanced (cont.)

Water Transportation

Cabin Boys

Stevadore

Dock Worker

Deck Hand

Pilot

Captain

First Mate

Bridge Operator

Diesel Mechanics

Stewards

Charter Boat Operator